

**NON-TEACHING INSTRUCTIONAL STAFF**

**(College Laboratory Technician)**

**NAME** \_\_\_\_\_

**DEPARTMENT** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**DATE OF EVALUATION** \_\_\_\_\_

**ANNUAL EVALUATION**

**OTHER**

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**DESCRIPTION OF DUTIES:**

**A. Learning Reinforcement**

**B. Administrative**

**C. Supervision (where applicable)**

**D. Technical Responsibilities**

**1. Performance of Duties: (Please refer specifically to the duties on page one.)**

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**2. Progress since previous Evaluation:**

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**3. Interpersonal Relations (Include Faculty, peers and users of Laboratory services.)**

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**4. Ability to supervise other Laboratory Personnel. (If applicable)**

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**5. Special Contribution to Department/College:**

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**6. GOALS for the year:**

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**7. PROFESSIONAL GROWTH:**

**8. DISCUSSION OF THE EVALUATION (Additional comments by employee or supervisor.)**

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**It is my intention that this Evaluation be considered (CHECK ONE)**

**Satisfactory**

**Unsatisfactory**

**Chair/Supervisor Signature**\_\_\_\_\_

**DATE**\_\_\_\_\_ **TITLE**\_\_\_\_\_

**I have seen this Evaluation and have no statement to make.**

**I have seen this Evaluation and have a statement to make.**

**Date**\_\_\_\_\_ **Signature of Employee**\_\_\_\_\_

**Incumbent declines to sign.**